

METADATA GUIDELINES

for the

MOUNTAIN WEST DIGITAL LIBRARY

Developed by

The Digitization and Cataloging Committees

of the

Utah Academic Library Consortium

April, 2006

UALC METADATA TASK FORCE

The Utah Academic Library Consortium (UALC) brought its Cataloging and Digitization Committees together to develop guidelines for improving the metadata in the Mountain West Digital Library (MWDL). Heretofore, the UALC had loosely followed the guidelines of the Dublin Core Metadata Best Practices, as published by the Collaborative Digitization Program. However, our implementations of the guidelines across UALC were inconsistent, in part because the Best Practices lacked good working examples of how to actually implement their metadata guidelines.

In the initial meeting between the Cataloging and Digitization Committees, the general problems with the MWDL's metadata were discussed, as were the differences between metadata and traditional cataloging. It became clear that while constructing metadata is distinctly different than building a catalog, the structure and discipline within cataloging could improve the consistency of the MWDL metadata. So a task force was formed with representatives from both committees and from each of the hosting institutions of the MWDL.

The full-time Task Force members are:

- Molly Beisler – University of Nevada – Reno
- Randy Christensen – Southern Utah University
- John Herbert – University of Utah
- Kathy Rankin – University of Nevada – Las Vegas
- Vicki Toy Smith – University of Nevada – Reno
- Mary Taylor – University of Nevada – Reno
- Cheryl Walters – Utah State University

Kayla Willey of BYU contributed early on and Kathryn Ethcheverria, UN-Reno, joined the Task Force in the latter stages.

The task force's mission was to develop metadata examples for specific digital library item types, following the structure of the Best Practices but tailored for the MWDL and the CONTENTdm digital asset management software. It should be noted that the UALC member institutions, and hence the MWDL, use CONTENTdm at six hosting sites, and these digital libraries are aggregated into a single, searchable index hosted at the University of Utah (<http://www.mwdl.org>).

Over the past several months, the Task Force has met continuously to work on the examples and construct this document. We first brainstormed a list of 14 digital item types within the MWDL and assigned them to each task force member. Each person, then, developed a specific example of how to structure the metadata for that item type. The resulting set of examples, plus other considerations and recommendations, are presented below.

As our knowledge and experience with metadata and aggregations develop, this document will almost certainly undergo changes and revisions in the future. We hope that for now, though, this will assist the members of the UALC (and others) in the development of their digital libraries.

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Metadata Fields: General Notes for All Formats

| Field | Notes | Controlled Vocabulary |
|---|--|---|
| Title Required | Take title from digitized item when possible. Metadata creator can supply a title if none exists. Not necessary to put a supplied (i.e. "made up") title in brackets. | |
| Creator Required (if available) | Prefer form of name as verified in Library of Congress Name Authority File (LCNAF; available at http://authorities.loc.gov/). If name is not listed there, give the name in the following format: <i>last name, first name, middle initial</i> , adding year of birth and/or death if known. For example: <i>Doe, John E., 1800-1888</i> . | LCNAF |
| Subject Required | Terms that describe what the digital resource is <u>about</u> . Use controlled vocabulary such as LCSH, AAT for topical headings; LCNAF, GNIS (http://geonames.usgs.gov/) or TGN (http://www.getty.edu/research/conducting_research/vocabularies/tgn/) for place names; LCNAF for corporate names. See local field Genre for terms that describe what the digital object <u>is</u> (i.e. what <u>kind</u> of object). May also add a Local Subject field for non-controlled or locally controlled subject terms. | LCSH; LCNAF; GNIS |
| Description Required | Anything significant about the digital resource not covered elsewhere: its history, physical appearance, contents, abstract, etc. Usually if the object has a transcription associated with it, that is given in a separate local field called Transcription or Full Text , etc. | Use standard punctuation and grammar. |
| Publisher | Name the entity that created the digital version of the resource. If the resource existed in another form prior to being digitized, provide information about the previous publisher, etc. in the Source field and give original creation date in Date Original field. To clarify that this is the publisher of the digital object, not the original, consider preceding the publisher name with " <i>Digitized by:</i> " | |
| Contributor | Any person or entity that helped create the <u>intellectual content</u> of the resource. | Many resources will not have data for this field. |
| Date Original Required (if applicable) | If resource existed in another form prior to being digitized, provide the date of its original creation here. Other details about the original version can be given in the Source field. | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

| | | |
|------------------------------------|---|----------------------|
| Date Digital Required | Date the digital resource was created. | |
| Type | The content of the resource, using one of the following terms: <i>collection; dataset; event; image; interactive resource; service; software; sound; text</i> . If content is an image, add a second term, <i>still image</i> or <i>moving image</i> , to further refine the type (eg. <i>image; still image</i>). If a resource is an image of text (an image of a page or a book, etc.), use the term <i>text</i> . | DCMI Type Vocabulary |
| Format Required | The physical form of the resource, usually one of the following Internet Media Types: <i>image/jpeg; image/jp2; text/html; video/mpeg; audio/mp3</i> . If format is something else (always possible), construct an appropriate designation, <i>type/file format</i> . | Internet Media Type |
| Digitization Specs Required | Describe the process, equipment and specifications used to create the digital resource. May include third party vendor information if part or all of the digitization work was outsourced. | |
| Identifier Required | A unique character string assigned to the resource that will ensure finding, storing, managing, or migrating the digitized resource whenever necessary. If contributing a digital resource to a collaborative digital collection, consider prefixing the character string with an institutional code to keep your resources distinguishable from those owned by other institutions. Okay to end identifier with a file extension such as the <i>.jpg</i> in <i>ph19b01i0092.jpg</i> . | |
| Source | Description of the original version or object from which the digital resource was created or derived. Can be useful in backtracking to the original item or in creating a citation. | |
| Language | Helpful (but not required) if resource uses written or spoken language | |
| Relation | If the digital resource is related to another resource, the related resource can be described here. Refinements such as <i>IsPartOf</i> can be added to the field name to further describe the relationship between the two resources. See the latest <i>CDPDCMBP</i> for more refinements and information about this field. | |
| Coverage | Time period or place described by the resource, such as the place depicted in a photograph, etc. Many resources will not have data for this field. Use controlled vocabulary or coding when possible. | LCNAF; TGN |

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| | | |
|-----------------------------------|---|---|
| Rights Management Required | Describe any use or reproduction restrictions. | |
| Contributing Institution | List of entities responsible for creation, hosting, or ownership of digital resource. May add an appropriate role if desired when multiple institutions are listed. For example: [Host] for entity responsible for hosting on the web; [Owner] for entity or person that actually owns the item or resource; [Donor] for person or entity that gave the item; [Repository] for entity that holds the physical item onsite but does not necessarily own it. | |
| Local Fields | | |
| Genre | Terms that describe the physical nature of the digital object or the original object that it represents. Common examples are: photographs; diaries; newspapers, broadsides, etc. When possible, use a controlled thesaurus such as Thesaurus for graphic Materials II: Genre and Physical Characteristic Terms (TGM 2 available at http://www.loc.gov/rr/print/tgm2 or Art and Architecture Thesaurus (AAT available at http://www.getty.edu/research/conducting_research/vocabularies/aat/). While this is not an official Dublin Core element, this data can be very helpful in refining search retrieval and creating customized search categories and interfaces. | TGM 2; AAT; Maps to DC Subject Field |
| Collection | Collection that the resource is part of. For example, a named collection of photographs. | |

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Examples of Dublin Core Metadata Records

Table 1 - Postcard

| Field | Specific Example | Controlled Vocabulary & Comments |
|---------------------------|---|---|
| Title | Virginia Street at night, Reno, Nevada | |
| Creator | n/a | LCNAF |
| Subject | Reno Arch (Reno, Nev.); Business districts -- Nevada -- Reno; Casinos -- Nevada -- Reno | Nevada place names list; LCSH; LCNAF |
| Description | View of Virginia Street and the Reno Arch. Title taken from photograph. Postcard | |
| Publisher | Digitized by: Special Collections Department, University of Nevada, Reno Library | Local field label is "Electronic publisher"; original publisher, if known, goes in "Source" |
| Contributor | Curt Teich & Co., Inc., Chicago, Illinois | |
| Date Original | 1930? | |
| Date Digital | 2003 | |
| Type | Image; Still image | DCMI Type Vocabulary |
| Format | image/jpeg | Internet Media Type |
| Digitization Specs | These images exist as archived TIFF images and one or more JPEG versions for general use. They were scanned at 400 dpi, 24-bit from the original using an Epson 636 scanner, default color configuration. | |
| Identifier | P92-03-870 | |

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Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--|
| Source | n/a | |
| Language | eng | |
| Relation | n/a | |
| Coverage | Reno (Nev.); Washoe County (Nev.); Nevada | LCSH |
| Rights Management | Please see: http://www.library.unr.edu/specoll/photos.html | |
| Contributing Institution | University of Nevada, Reno | |
| <u>Local fields</u> | | |
| Genre | Postcards | TGM 2; AAT; Maps to DC Subject field |

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Examples of Dublin Core Metadata Records

Table 2 – Journal Article

| Field | Specific Example | Controlled Vocabulary & Comments |
|---------------------------|---|-------------------------------------|
| Title | Physical Studies of Lake Tahoe | |
| Creator | LeConte, John L., 1825-1883 | LCNAF |
| Subject | Tahoe, Lake (Calif. and Nev.) | LCSH |
| Description | A three-part study of "the largest and most remarkable of the mountain lakes of the Sierra Nevada", in which Professor John LeConte, of the State University, Berkeley, California, presents the results of his physical studies of Lake Tahoe. Published as three separate articles. | |
| Transcript | <i>[Transcription of text goes here]</i> | Maps to DC Description field |
| Publisher | Digitized by: Digital Projects, University of Nevada, Reno Library | |
| Contributor | | |
| Date Original | 1883-1884 | |
| Date Digital | 2004 | |
| Type | Text | DCMI Type Vocabulary |
| Format | text/pdf | Internet Media Type |
| Digitization Specs | Images exist as PDF files. They were scanned at 300 dpi from the originals using and Epson 636 scanner. These | |

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LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|--|---|
| Identifier | leconte_articles | |
| Source | Originally published as three separate articles: LeConte, John L. <i>Physical studies of Lake Tahoe, parts 1-3</i> . The Overland Monthly (1883-1884) Vol. 2, 506-516; Vol. 2, 595-612; and Vol. 3, 41-46. San Francisco, California: Samuel Carson. | |
| Source | Original publisher: Samuel Carson | |
| Language | eng | |
| Relation | n/a | |
| Coverage | Tahoe, Lake (Calif. and Nev.) | LCNAF |
| Rights Management | n/a | |
| Contributing Institution | University of Nevada, Reno | |
| <u>Local Fields</u> | | |
| Genre | Articles | TGM 2, AAT; Maps to DC Subject Field |
| Local Subject | Lake Tahoe (Calif. And Nev.) | This local heading, Lake Tahoe (Calif. and Nev.) is provided in addition to the LCSH heading. |

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Examples of Dublin Core Metadata Records

Table 3 – Diary

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|---|----------------------------------|
| Title | Our Tahoe trip -- excerpts from a summer diary | Title supplied by cataloger |
| Creator | Unknown | |
| Subject | Tahoe, Lake (Calif. And Nev.); Truckee (Calif.); Universities and colleges -- Nevada -- Reno; Dormitories -- Nevada -- Reno; Bars (Drinking establishments) -- California -- Truckee; Railroads -- Nevada -- Washoe County; Railroads -- Tahoe, Lake Region (Calif. And Nev.); Tahoe Tavern (Tahoe City, Calif.); Tahoe (Steamboat); Lake steamers --Tahoe, Lake Region (Calif. and Nev.); University of Nevada | LCSH; LCNAF |
| Description | Five pages (including photographs) from a summer session diary of an unidentified University of Nevada student who chronicles a July 18, 1912 class trip to Lake Tahoe. | |
| Publisher | Digitized by: Special Collections Dept., University of Nevada, Reno | |
| Contributor | | |
| Date Original | 1912 | |
| Date Digital | 2004 | |
| Type | Text | DCMI Type Vocabulary |
| Format | text/pdf | Internet Media Type |

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Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--|
| Digitization Specs | These images exist as archived TIFF images and one or more JPEG versions for general use. They were scanned at 400 dpi, 24-bit from the original using an Epson 636 scanner, default color configuration. | |
| Identifier | NUB8-18 | |
| Source | Excerpted from: University of Nevada summer school diary | |
| Language | eng | |
| Relation | | |
| Coverage | Truckee (Calif.); Nevada County (Calif.); Tahoe, Lake (Calif. and Nev.); Lake Tahoe (Calif. and Nev.); Sierra Nevada (Calif. and Nev.); Emerald Bay (Calif.); El Dorado County (Calif.); Tallac (Calif.); Tallac, Mt. (Calif.); Tahoe City (Calif.); Placer County (Calif.); California | LCSH; LCNAF |
| Rights Management | Please see: http://www.library.unr.edu/specoll/photos | |
| Contributing Institution | Special Collections Dept., University of Nevada, Reno Library | |
| <u>Local Fields</u> | | |
| Genre | Diaries | AAT; Maps to DC Subject field |
| Subject (Local) | Lake Tahoe (Calif. And Nev.) | This local heading, Lake Tahoe (Calif. And Nev.), is provided in addition to the LCSH heading (Tahoe, Lake (Calif. and Nev.)) used in the regular Subject Field. |

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Examples of Dublin Core Metadata Records

| | | |
|----------------------|--|--|
| Transcription | <i>[Transcription of text, if available, goes here; for this diary excerpt, there was no transcript]</i> | Maps to DC Description field. While this particular diary does not have a transcription, many such items do. This is where it would go. |
|----------------------|--|--|

Examples of Dublin Core Metadata Records

Table 4 – Dissertation

| Field | Specific Example | Controlled Vocabulary & Comments |
|--------------------|--|-------------------------------------|
| Title | Habitat use and movements of predators on a managed waterfowl refuge | |
| Creator | Frey, Shandra Nicole, 1974- | Local heading in LCNAF format |
| Subject | Predatory animals -- Control -- Utah; Waterfowl -- Predators of -- Control -- Utah; Bear River Migratory Bird Refuge (Utah); Red fox -- Behavior -- Utah; Racoons -- Behavior -- Utah; Striped skunk -- Behavior -- Utah | LCSH |
| Description | Ph.D. dissertation by Shandra Frey, under direction of faculty advisor Michael R. Conover in fulfillment of a doctoral degree, Utah State University, Dept. of Forest, Range and Wildlife Sciences, 2005. It is 148 pages long, with maps and charts as well as the author's vita. | |
| Abstract | Densities of red foxes (<i>Vulpes vulpes</i>) and raccoons (<i>Procyon lotor</i>) have increased throughout the Intermountain West as a consequence of human alterations in habitat. Red foxes, raccoons, and striped skunks (<i>Mephitis mephitis</i>) are abundant on the Bear River Migratory Bird Refuge, in northern Utah, where upland nesting habitat is limited to levee banks and roadsides. Investigation studied use of levees in a wetland environment by red foxes, raccoons, and striped skunks; the effects of predator control on the remaining red fox, raccoon, and striped skunk populations; and the effect of waterfowl hunting on non-target predator (i.e., raccoon) movements. | Maps to DC Description field |
| Publisher | Digitized by: Utah State University | |

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Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|--|----------------------|
| Contributor | | |
| Date Original | 2005-10 | |
| Date Digital | 2006 | |
| Type | Text | DCMI Type Vocabulary |
| Format | text/pdf | Internet Media Type |
| Digitization Specs | Converted to pdf format from a Word document. | |
| Identifier | UUSlibtheql758f742005 | |
| Source | Frey, Shandra Nicole, 1974-. Habitat use and movements of predators on a managed waterfowl refuge. Thesis (Ph.D.) -- Utah State University, Dept. of Forest, Range, and Wildlife Sciences, 2005. QL 758 .F74 2005 | |
| Language | eng | |
| Relation | | |
| Coverage | Bear River Migratory Bird Refuge (Utah) | |
| Rights Management | This dissertation may be used for non-profit and educational purposes as allowed by fair use (Title 17, section 107 U.S.C.). Otherwise, reproduction or distribution is prohibited without permission of the author. | |
| Contributing Institution | Utah State University, Merrill-Cazier Library | |
| <u>Local Fields</u> | | |

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Examples of Dublin Core Metadata Records

| | | |
|-------------------|--|---------------------------------------|
| Genre | Dissertations, Academic; Electronic dissertations | LCSH; Maps to DC Subject field |
| Transcript | <i>[Contains a searchable transcript at the page level]*</i> | LCSH |

* **Note:** In CONTENTdm, our digital assessment management program, multi-page objects such as books can have metadata records at two (or more) levels: the document level (called "document description" and representing the entire document) and the page level (called "page description" and representing an individual page). When viewing a compound document, users may select whichever metadata record they wish (i.e. the document description or page description). They may also select a "print version" pdf to facilitate printing the entire document. A fourth option is "page & text" which displays both the page image and a searchable transcript of the OCR'd text. If the OCR'd text is generated using CONTENTdm's OCR extension, search results will display individual pages with the search terms highlighted on them.

Examples of Dublin Core Metadata Records

Table 5 - Compound Object - Book

| Field | Specific Example | Controlled Vocabulary & Comments |
|---------------------------|---|----------------------------------|
| Title | Crawford, William Louis, 1873-1935. Diary, 1901 | |
| Creator | Crawford, William Louis, 1873-1935 | LCNAF |
| Subject | Crawford, William Louis, 1873-1935; Parks -- Utah -- History; Zion National Park (Utah) -- History; Springdale (Utah) -- History; Rockville (Utah) -- History | LCSH; LCNAF |
| Description | This diary, written by William Louis Crawford, contains daily comments on the weather, activities with family and associates, crop growing, animal herding, photography, crayon painting, travel, church, etc. written while he and his family lived at Oak Creek in Zion Canyon near Springdale, Utah. | |
| Publisher | Digitized by: Sherratt Library, Southern Utah University | |
| Contributor | | |
| Date Original | 1901 | |
| Date Digital | 2005-05 | |
| Type | text | DCMI Type Vocabulary |
| Format | text/jpeg | Internet Media Type |
| Digitization Specs | JPEG image for display. Archived TIFF image was scanned at 600 dpi with a CreoScitex EverSmart Jazz+ scanner. | |

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LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|--|---|
| Identifier | | Identifiers given in the page level records |
| Source | Crawford, William Louis, 1873-1935. Diary. 1901 | |
| Language | eng | |
| Relation | | |
| Rights Management | Digital image c2005 Sherratt Library, Southern Utah University. All rights reserved. | |
| Contributing Institution | Sherratt Library, Southern Utah University, Cedar City, Utah | |

***Compound objects** group together related items, such as pages in a book. A single access point (the book level) provides a list of contents which link to the subparts (the page level). At the book level, a complete metadata describes the entire work. Each page also has its own record, usually much briefer to avoid search duplication.

Examples of Dublin Core Metadata Records

Table 5a - Compound Object - Individual Page

This very brief record represents a single page; a fuller record containing all the requisite fields represents the entire compound object, in this case, a diary

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|--|---|
| Title | 1901, Jan 1 | |
| Creator | | |
| Subject | | |
| Description | <p>Tues. Jan. 1, 1901: Ther. 19., 17., 38., Wea. Clear. The Twentieth Century opened up clear and cold. Sammy came up and worked here today, I worked around the house today fixing door facings etc. played the guitar for the dance this evening.</p> <p>Wednesday 2: Ther. 24., cold., Wea. clouds pm. South wind, Dan & I started to Kane Beds with loads of grain for G.W. Crapper. We camped on the lower road below Canaan.</p> | This "description" is actually a transcript of the handwritten text on this page of the diary. It maps to Dublin Core Description field. |
| Publisher | | |
| Contributor | | |
| Date Original | | |
| Date Digital | | |
| Type | | |
| Format | | |

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LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--|
| Digitization Specs | | |
| Identifier | 006_1901, Jan 1.jpg | |
| Source | Crawford, William Louis, 1873-1935. Diary. 1901 | |
| Language | | |
| Rights Management | | |
| Contributing Institution | | |

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Examples of Dublin Core Metadata Records

Table 6 – Compound Object - Newspaper Issue

| Field | Specific Example | Controlled Vocabulary & Comments |
|---------------------------|---|----------------------------------|
| Title | Salt Lake Tribune 1890-02-15 vol. 38 no. 107 | |
| Creator | Tribune Publishing Co. | |
| Subject | | |
| Description | | |
| Publisher | Digitized by: Univ. of Utah | |
| Contributor | | |
| Date Original | 1890-02-15 | |
| Date Digital | 2005-04-11 | |
| Type | text | DCMI Type Vocabulary |
| Format | text/PDF | Internet Media Type |
| Digitization Specs | Web display image is a PDF generated from an 8-bit JPEG compressed at 40% quality | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--------------------------------------|
| Resource Identifier | D:\CDMPS\Utah-SLT11\Stage4\slt_18891015-18900223_107.prd | Internal file name |
| Source | The Salt Lake Tribune, Feb. 15, 1890, vol. 38, no. 107 | |
| Language | | |
| Relation | | |
| Coverage | | |
| Rights Management | J. Willard Marriott Library, University of Utah, copyright 2005 | |
| Contributing Institution | Salt Lake Tribune Company | |
| <u>Local Fields</u> | | |
| Genre | Newspapers | AAT; Maps to DC Subject field |

* **Compound objects** group together related items, such as pages in a newspaper issue. A single main access record (the issue level) provides a list of contents which link to the first tier of subparts (the page level); each page likewise has a list of articles contained on that page. At the issue level, a complete metadata describes the entire work. Each page and article also has its own record, usually much briefer to avoid search duplication.

Examples of Dublin Core Metadata Records

Table 6a – Compound Object - Newspaper Page

| Field | Specific Example | Controlled Vocabulary & Comments |
|---------------------------|--|----------------------------------|
| Title | Salt Lake Tribune 1890-02-15 vol. 38 no. 107 Page 2 | |
| Creator | | |
| Subject | | |
| Description | | |
| Publisher | Digitized by: Univ. of Utah | |
| Contributor | | |
| Date Original | 1890-02-15 | |
| Date Digital | 2005-04-11 | |
| Type | page | DCMI Type Vocabulary |
| Format | text/PDF | Internet Media Type |
| Digitization Specs | | |
| Identifier | D:\CDMPS\Utah-SLT11\Stage3\slt_18891015-18900223_107.dir.ready\107\pages\pdf | Internal file name |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|-----------------------|--------------------------------------|
| Source | The Salt Lake Tribune | |
| Language | | |
| Relation | | |
| Rights Management | | |
| Contributing Institution | | |
| <u>Local Fields</u> | | |
| Genre | newspapers | AAT; Maps to DC Subject field |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 6b – Compound Object - Newspaper Article

| Field | Specific Example | Controlled Vocabulary & Comments |
|--|---|----------------------------------|
| Title | Salt Lake Tribune 1890-02-15 Union Pacific Ry. | |
| Creator | | |
| Subject | | |
| Description Local label: Item.Transcript | <i>[OCRed text for article goes here]</i> | |
| Publisher | Digitized by: Univ. of Utah | |
| Contributor | | |
| Date Original | 1890-02-15 | |
| Date Digital | 2005-04-11 | |
| Type | article | |
| Format | text/PDF | |
| Digitization Specs | | |
| Resource Identifier | D:\CDMPS\Utah-SLT11\Stage3\slt_18891015-18900223_107.dir.ready\107\articles\pdf | Internal file name |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|-----------------------|--------------------------------------|
| Source | The Salt Lake Tribune | |
| Language | | |
| Relation | | |
| Coverage | | |
| Rights Management | | |
| Contributing Institution | | |
| <u>Local Fields</u> | | |
| Genre | newspapers | AAT; Maps to DC Subject field |
| Item.Year | 1890 | |
| Item.Month | February | |
| Item.Day | 15 | |
| Item.Page | Page 2 | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 7 – Audio

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|--|--|
| Title | America the beautiful | |
| Creator | United States Navy Band; Sea Chanters; Bates, Katharine Lee, 1859-1929; Ward, Samuel A., 1847-1903 | Performers, lyricist; composer; names verified in LCNAF. Note: Performers could be cited in the Contributor field rather than the Creator field. |
| Subject | National songs -- United States; Patriotic music -- United States | LCSH |
| Description | America the Beautiful began as a poem written by Katharine Lee Bates during a trip to Colorado in 1893. She was inspired by the view during her descent from an expedition to Pike's Peak. The poem first appeared in the Congregationalist on July 4, 1895 and was later revised by Bates in 1904 and 1913. The lyrics are sung to Samuel A. Ward's 1882 melody. Description based on essay created by Library of Congress at: http://lcweb2.loc.gov/cocoon/ahas/loc.natlib.ahas.200000001/default.html | |
| Publisher | Digitized by: Library of Congress | |
| Contributor | United States Navy Band; Sheffield Recording, Ltd. Inc. | |
| Date Original | 1993? | |
| Date Digital | Unknown | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|--|---|
| Type | Sound | DCMI Type Vocabulary |
| Format | audio/mp3 | Internet Media Type |
| Digitization Specs | Originally recorded on 1 sound CD, 4 3/4 in., converted to mp3 format. | |
| Resource Identifier | URL to mp3 recording: http://lcweb2.loc.gov/natlib/ahas/service/patriotic/100010412/100010412.mp3 ; URL to Library of Congress description: http://lcweb2.loc.gov/cocoon/ahas/loc.natlib.ahas.100010412/default.html | URL to mp3 recording and to LC record for song. |
| Source | Taken from CD Remembering the Navy Hour recorded by Sheffield Recording, Ltd. Inc. at the George Mason University Center for the Arts Concert Hall. Performed by the Navy Band and Sea Chanters. Published by U.S. Navy Band. | |
| Language | eng | |
| Relation.IsPartOf: | Remembering-- the Navy Hour: commemorating the 50th anniversary of World War II. Washington, D.C.: U.S. Navy Band, 1993? OCLC #31311503 | |
| Coverage | | |
| Rights Management | No restrictions. | |
| Contributing Institution | Library of Congress [Owner; Host]; Utah State University, Merrill-Cazier Library [Host] | |
| <u>Local Fields</u> | | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|--------------|------------------|---|
| Genre | Sound recordings | No applicable term in TGM or AAT for digital video or audio. Used LCSH term: Sound recordings |
|--------------|------------------|---|

Examples of Dublin Core Metadata Records

Table 8 – Film/Video

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|--|---|
| Title | Horst Hop Farm | |
| Creator | McCurry Foto? | |
| Subject | Horst Hops Farm (Calif); Horst, Emil Clemens; Hops – California -- Sacramento; Hops – California -- Hopland; Hops -- Oregon -- Portland | LCSH |
| Description | Short black & white film in three segments, depicting 1) the hop separator in operation on Emil Horst's ranch in the Campus Commons area of Sacramento, 2) the hop fields at Hopland, California or in Oregon and 3) the weighing and transportation of bales of hops by the Oregon Railway and Navigation Company probably near Portland, Oregon. Researchers speculate that Harold McCurry may have shot this film given the date range and that it is likely the oldest piece of film footage depicting California. | |
| Publisher | Digitized by: McLean Media | |
| Contributor | | |
| Date Original | 1900?-1910? | CDPDCMBP p. 38 - Approximate date range for item with no known copyright date |
| Date Digital | 2003-11 | |
| Type | Moving Image | DCMI Type Vocabulary |
| Format | video/mov | Internet Media Type |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--|
| Format [Extent] | 11:22 minutes. Film clip can take up to 40 minutes to download over slower Internet connections. | |
| Digitization Specs | 35mm preservation internegative and 35mm nitrate film captured as VHS tape, then transferred to streaming QuickTime access copy using iMovie. Preservation copy of video stored on DVD. | |
| Resource Identifier | http://www.sacramentohistory.org/films_hopfarm.html ; http://www.sacramentohistory.org/filmMedia/hops.mov | |
| Source | VHS tape | |
| Language | eng | |
| Relation | Sacramento History Online (http://www.sacramentohistory.org) | |
| Coverage | Sacramento (Calif.); Hopland (Calif.); Portland (Or.) | LCSH |
| Rights Management | Materials are intended for the purposes of research and study and have been made available for a one-time use only. Usage of these materials must adhere to the current copyright laws if collection materials are used in any manner that is applicable to those laws. Any future use requires written permission of the Sacramento Archives & Museum Collection Center. | Holdings institution's rights statement. |
| Contributing Institution | Weister Motion Picture Mfg. Co; Monaco Digital Film Labs; Sacramento Museum and Archives Collection Center; Sacramento History Online | |
| <u>Local Fields</u> | | |
| Genre | video recording | No applicable term in TGM or AAT for digital video or audio. Used LCSH term: video recording |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
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Examples of Dublin Core Metadata Records

Table 9 – Photograph

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|---|---|
| Title | Zion National Park | If photo has no official title, provide a brief title to serve as caption for the object and differentiate it from other objects in a collection. |
| Creator | Crawford, William Louis, 1873-1935 | LCNAF |
| Subject | Zion National Park (Utah); Virgin River; Great White Throne (Utah : Peak); Organ (Utah : Peak) | LCSH |
| Description | Zion National Park viewed from the Virgin River. The Great White Throne is on the left and The Organ is on the right. Photo provided by the photographer's son, J. L. Crawford. | |
| Publisher | Digitized by: Sherratt Library, Southern Utah University | |
| Contributor | | Unlikely on a photograph. |
| Date Original | 1920? | |
| Date Digital | 2005-06 | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|------------------------------------|---|--|
| Type | Image; Still Image | DCMI Type Vocabulary |
| Format | image/jpeg | Internet Media Type terms |
| Digitization Specifications | JPEG image for display. Archived TIFF image was scanned at 600 dpi with a CreoScitex EverSmart Jazz+ scanner. | |
| Resource Identifier | ph19b01i0092.jpg | |
| Source | | |
| Language | | Unlikely on a photograph unless there is text. |
| Relation | | |
| Coverage | | |
| Rights Management | Digital image c2005 Sherratt Library, Southern Utah University. This material may be protected by copyright. For permission to use or for a high quality TIFF, contact Special Collections at 435-586-7945. | |
| Contributing Institution | Sherratt Library, Southern Utah University, Cedar City, Utah [Owner] | |
| <u>Local Fields</u> | | |
| Genre | Photographs | TGM 2 |
| Collection | Special Collections and Archives, Crawford Family, Zion National Park Collection | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 10 – Ephemera (Show Program)

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|--|----------------------------------|
| Title | Program for the first edition of Lido de Paris at the Stardust Hotel and Casino | |
| Creator | n/a | LCNAF |
| Subject | Arden, Donn Lido de Paris (Las Vegas, Nev.) Showgirls -- Nevada -- Las Vegas. Stardust Hotel and Casino (Las Vegas, Nev.) | LCNAF, LCSH |
| Description | Stardust Hotel and Casino program for C'est Magnifique, the first edition of Lido de Paris | |
| Publisher | Digitized by: University of Nevada, Las Vegas | |
| Contributor | n/a | LCNAF |
| Date Original | 1958 | |
| Date Digital | 2001-09-25 | |
| Type | Image; Still Image | DCMI Type Vocabulary |
| Format | image/jpeg | Internet Media Type |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|--|-------------------------------------|
| Digitization Specs | Tiff master image; 300 dpi; AGFA Duoscan T1200 scanner; AGFA FotoLook 32 V3.50.0 scanning software | |
| Resource Identifier | 2001-5_B11F2.jpg | |
| Source | Originally published by: Stardust Hotel and Casino | |
| Language | eng; fre | |
| Relation | n/a | |
| Coverage | Las Vegas (Nev.) | |
| Rights Management | Not to be reproduced without permission. To purchase copies of images or for copyright information, contact University of Nevada, Las Vegas Libraries, Special Collections at: http://www.library.unlv.edu/speccol/ | |
| Contributing Institution | University of Nevada, Las Vegas Libraries. Special Collections | |
| <u>Local Fields</u> | | |
| Full Text | <i>[OCR'd text from program goes here]</i> | Maps to DC Description field |
| Image Number | 2001-5 B11F2 | |
| Collection | Donn Arden Collection | Collection name |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|--------------|----------|---|
| Genre | Programs | TGM 2; Used more specific term "Programs" rather than broader term "Ephemera" |
|--------------|----------|---|

Examples of Dublin Core Metadata Records

Table 11 – Artwork

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|---|--|
| Title | At the Bend in the River | Title as supplied by artist. If not known, could use "Untitled" |
| Creator | Parker, Colleen Lewis, 1927- | LCNAF |
| Subject | Painting, American | LCSH |
| Description | Painting by American artist Colleen Parker. | Normally this is a required element, but for artwork it can be difficult unless it's supplied by artist. A description of artwork is open to much interpretation. Use generic terms such as "abstract painting" if possible. |
| Publisher | Digitized by: Univ. of Utah | |
| Contributor | | Generally not applicable for artwork |
| Date Original | Unknown | |
| Date Digital | 2005-02-17 | |
| Type | image; still image | |
| Format | image/jp2 | |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--------------------------------|
| Digitization Specs | Scanned at 2700 ppi on a Nikon Super Coolscan 8000 ED, saved as uncompressed TIFF. TIFF files were imported into CONTENTdm and automatically converted to JPEG2000 at 15:1 compression. | |
| Resource Identifier | 008_Parker.tif | Sequential numbering by artist |
| Source | 35 mm slide | Include date of slide if known |
| Language | eng | |
| Relation | | |
| Coverage | | |
| Rights Management | Digital Images Copyright 2005, University of Utah, All rights reserved. | |
| Contributing Institution | Colleen Parker | |
| <u>Local Fields</u> | | |
| Medium | Pastel over monotype | |
| Metadata cataloger | James Kenison; Judy Dykman | |
| Genre | Slides | TGM 2 |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 12 – Map

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|--|--|
| Title | Plan of the Truckee River system of irrigation and water storage (1890) | |
| Creator | Newlands, Francis G. (Francis Griffith), 1848-1917 | LCNAF |
| Subject | Truckee River Watershed (Calif. And Nev.) -- Maps; Water use -- Truckee River Watershed (Calif. And Nev.) -- Maps | LCNAF, LCSH |
| Description | 1 map : col. : 58 x 70 cm or smaller ; Relief shown by contours and spot heights. Includes insets of Sardine Valley Reservoirs, Donner Lake, Henness Pass Reservoir. "Lands now irrigated" and potential areas indicated by colors; blue--reservoirs and lakes, yellow--irrigable lands; green--irrigated lands; Scale 1 in. = 2.5 miles | |
| Publisher | Digitized by: Mary B. Ansari Map Library | |
| Contributor | n/a | Field hidden for privacy reasons (i.e. not visible to public); LCNAF |
| Date Original | 1890 | |
| Date Digital | 2003 | |
| Type | Image; Still image | DCMI Type Vocabulary |
| Format | image/djvu; image/jpeg; image/tiff | Internet Media Type |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|-------|
| Digitization Specs | This 14,000,000 byte file is derived from a high-resolution (300 dpi, 24-bit) uncompressed TIFF image that was scanned from the original using an IDEAL/Contex Magnum XL 54" Plus wide format scanner, default color configuration. The TIFF files were converted into the DjVu format at a scale of up to 220:1 using LizardTech's DjVu compression software. These files are all loaded on the UNR Libraries' NAS server. | |
| Resource Identifier | ftp://nas.library.unr.edu/Keck/HistTopoNV/Truckee_river.djvu (936K) ; ftp://nas.library.unr.edu/Keck/HistTopoNV/Truckee_river.jpg (12.3Mb) ; ftp://nas.library.unr.edu/Keck/HistTopoNV/Truckee_river.tif (175.4Mb) | |
| Source | Originally published by: T.K. Stewart | |
| Language | eng | |
| Relation | | |
| Coverage | Placer County (Calif.); Nevada County (Calif.); El Dorado County (Calif.); Washoe County (Nev.) | |
| Rights Management | Permissions information: This image may be freely downloaded and used. Please give credit to the Mary B. Ansari Map Library, University of Nevada, Reno | |
| Contributing Institution | Mary B. Ansari Map Library, University of Nevada | |
| <u>Local Fields</u> | | |
| Genre | Maps | TGM 2 |

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LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 13 – Architectural & Technical Drawings

| Field | Specific Example | Controlled Vocabulary & Comments |
|------------------------|--|----------------------------------|
| Title | S.P., L.A. & S.L. RR employees' cottages | |
| Alternate title | San Pedro, Los Angeles & Salt Lake Railroad employees' cottages | |
| Creator | | |
| Subject | San Pedro, Los Angeles & Salt Lake Railroad Company -- Buildings -- Nevada -- Las Vegas -- 1900-1910 ; Houses -- Nevada -- Las Vegas -- 1900-1910 ; Blueprints -- Nevada -- Las Vegas --1900-1910 | LCNAF, TGM |
| Description | This set of blueprints, date July 1909, depicts the construction plans and details for employee cottages. The employee cottages were built by the Las Vegas Land and Water Co. for employees of the San Pedro, Los Angeles & Salt Lake Railroad. | |
| Publisher | Digitized by: University of Nevada, Las Vegas Libraries | |
| Contributor | San Pedro, Los Angeles & Salt Lake Railroad Company | LCNAF |
| Date Original | 1909 | |
| Date Digital | 2001-06-21 | |
| Type | Image; still image | DCMI Type Vocabulary |
| Format | image/jpeg | Internet Media Type |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|--------------------------------------|
| Digitization Specs | Tiff master image; 400 dpi; 128 KB; Vidar TruScan Titan Atlas scanner; Vidar TruScan2 version 1.2.4.5 scanning software | |
| Resource Identifier | 9719_ec01a.jpg | |
| Source | | |
| Language | eng | |
| Relation | | |
| Coverage | Las Vegas (Nev.) | |
| Rights Management | Not to be reproduced without permission. To purchase copies of images and/or for copyright information, contact University of Nevada, Las Vegas, Libraries Special Collections at http://www.library.unlv.edu/speccol/ | |
| Contributing Institution | University of Nevada, Las Vegas Libraries Special Collections | |
| <u>Local Fields</u> | | |
| Genre | Framing plans; Building plans; Elevations (drawings) | AAT; Maps to DC Subject field |
| Collection | Union Pacific Collection | Collection |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

Table 14 – Letter

| Field | Specific Example | Controlled Vocabulary & Comments |
|----------------------|---|---|
| Title | Letter, Laura Merrill to Editor of Herald Journal, dated July 13, 1944 | |
| Creator | Merrill, Laura Liona Reese, 1876-1963 | LCNAF |
| Subject | Central Utah Relocation Center -- Libraries Japanese Americans -- Evacuation and relocation, 1942-1945 Central Utah Relocation Center Merrill, Laura Liona Rees, 1876-1963 -- Correspondence Letters to the editor -- Utah -- Topaz | LCNAF, LCSH |
| Description | In this letter to the editor of the Logan Herald Journal, her hometown newspaper, Laura Merrill writes from the Topaz Relocation Center, describing the small libraries she oversees as the Center's Librarian and what life is like inside Topaz. This is not the prison camp I expected to see," she writes when the camp is almost a year old. "The elevated guard towers are now unoccupied. Only about fifteen soldiers remain on the project. However, you are checked in and out of the gate with identification cards. Almost daily at noon there is a large crowd there saying good-bye to groups who are leaving. One small boy said to his parents, "I don't like it here. When do we go back to America?" Laura Merrill was a Logan, Utah resident who worked and lived at the Topaz Relocation Center from 1943 to 1945. | Full text transcription of letter provided in local Transcript field |
| Publisher | Digitized by: Utah State University | |
| Contributor | n/a | LCNAF |
| Date Original | 1944-07-13 | |

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LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------------------|---|---|
| Date Digital | 2005-08 | |
| Type | text | DCMI Type Vocabulary |
| Format | Text/jpeg | Internet Media Type |
| Digitization Specs | Scanned at 8-bit grayscale, 600 dpi, using Jazz+ CreoScitex; archival file saved as uncompressed TIFF; display file saved as JPEG. OCR text and display pdf generated using CONTENTdm OCR Extension. If pdf does not display correctly, try switching to a different browser. | |
| Resource Identifier | USU_lib_top_merrillletter | |
| Source | Letter, Laura Merrill to Editor of Herald Journal, July 13, 1944 | |
| Language | eng | |
| Relation | n/a | |
| Coverage | | |
| Rights Management | Reproduction for publication, exhibition, web display, or commercial use is only permissible with the consent of the USU Libraries manuscript curator, phone (435) 0891. | |
| Contributing Institution | Utah State University, Merrill-Cazier Library | |
| <u>Local Fields</u> | | |
| Transcript | Central Utah Project Topaz, Utah July 13, 1944. Laura R. Merrill Librarian Topaz High School Herald Journal Logan, Utah. Dear Friends, Greetings | OCRed transcript of letter; Maps to DC Description field |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names

Examples of Dublin Core Metadata Records

| | | |
|---------------------|--|---|
| | from Topaz, the fifth largest city in Utah. Most of you know that I came to this War Relocation Authority center with enthusiasm, grateful to have an opportunity to work with people and books... <i>[transcript continues]</i> | |
| Image Number | USU_lib_top_merrillletter | |
| Collection | Utah State University, Merrill-Cazier Library, Special Collections and Archives, Merrill Family Papers (unprocessed collection) | Collection name |
| Genre | Letters | LCSH; TGM 2 did not have term for "Letters" |

Abbreviations: **AAT**: Art and Architecture Thesaurus; **DC**: Dublin Core; **DCMI**: Dublin Core Metadata Initiative; **GNIS**: Geographic Names Information Service
LCSH: Library of Congress Subject Headings; **LCNAF**: Library of Congress Name Authority File; **TGM**: Thesaurus for Graphic Materials; **TGN**: Thesaurus for Geographic Names